



# FACT SHEET - Urban Subdivision

P-2.5F

**NEED FOR PERMIT:** A permit is required where at least five or more divisions of land are proposed with at least one of the divisions less than five acres, in designated urban or suburban residential areas (RCW 58.17, CCC 18.32).

## **COWLITZ COUNTY CODE / ORDINANCE REVIEW CRITERIA:**

- CCC 18.10 Land Use Ordinance
- CCC 18.17 Urban Subdivision
- CCC 19.15 Critical Areas Ordinance
- CCC 19.11 Environmental Policy – State Environmental Policy Act (SEPA)
- Comprehensive Plan
- Other codes/ordinances applicable to development proposed.

### **PRE-APPLICATION REVIEW:**

- Required.
- Meetings held 4<sup>th</sup> Tuesday of each month.
- See Pre-Application Submittal Checklist Requirements.

### **DEPARTMENT PROCESSING TIME:**

- Preliminary Plat Review once application is complete - 90-120 days.
- Final Plat Review once application is complete – 30-60 days.

## **APPLICATION SUBMITTAL – PRELIMINARY PLAT APPLICATION PROCESSING:**

- Application determined complete.
- SEPA determination made 14-day review period begins; staff reviews project through required and applicable criteria.
- Staff writes staff report and schedules a quasi-judicial, open-record public hearing date in front of the Planning Commission and notifies the applicant, adjacent property owners, and publishes and posts legal notices.
- Staff forwards the Planning Commission recommendation to the Board of County Commissioners.
- The Board holds a closed-record, public hearing. The Board hears staff, the applicant and takes public testimony from parties-of-record and makes a decision to approve, approve with conditions or deny the application.

**DURATION OF PRELIMINARY PLAT:** Preliminary Planned Unit Development approval is effective for five (5) years within which time the applicant must complete and record a final binding site plan.

### **FINAL PLAT:**

- Applicant may file for final plat review once all items identified on the list of Preliminary Plat Approval are completed. Staff reviews the application materials, sends the blacklines to the Department of Public Works for review and approval, and notifies the applicant when application is complete and final Mylar is needed.
- Staff schedules a signing of the final Mylar in front of the Board.
- Applicant records signed plat and associated documents.

**APPEAL:** If the Board denies the preliminary plat application, the applicant may appeal the decision to Superior Court.

If you have further questions, please call (360) 577-3052.